

Individual Questionnaire – 31 March 2022



Please ensure this questionnaire is completed and included with your records

| | | | |
|--------------|--|------------|--|
| Client Name | | Phone | |
| | | Mobile | |
| Balance Date | | Email | |
| | | IRD number | |

To: Bella Consultants Limited

Terms of Engagement

I hereby instruct you to prepare our Taxation Returns for the year/period ending 31 March 2022. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require for completion of the above assignment.

You are to represent me as my tax agent. Authority is given to obtain information from the Inland Revenue about all tax types (except NCP or CPR) until further notice. This includes obtaining information through all Inland Revenue media and communication channels.

I also accept that Bella Consultants Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at the discretion of Bella Consultants Limited. I accept that any collection costs incurred by Bella Consultants Limited will be fully recoverable from me.

Privacy Act 1993

1.1 I and the guarantor/s (if separate to myself) authorise Bella Consultants Limited to:

- a) collect, retain and use any information about myself and/or guarantors, for the purpose of assessing my and/or guarantors creditworthiness; and
- b) disclose information about me and/or guarantors, whether collected by Bella Consultants Limited from myself and/or guarantors directly or obtained by Bella Consultants Limited from any other source, to any other credit provided or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by myself and/or guarantors.

1.2 Where I and/or the guarantors are an individual the authorities under clause 17.1 are authorities or consents for the purposes of the Privacy Act 1993.

1.3 I and/or the guarantors shall have the right to request Bella Consultants Limited for a copy of the information about myself and/or guarantors retained by Bella Consultants Limited and the right to request Bella Consultants Limited to correct any incorrect information about myself and/or guarantors held by Bella Consultants Limited.

Personal Guarantee

Where the name of a guarantor is completed at the foot of this agreement, then that person personally guarantees full payment of any amounts due to us in terms of this agreement.

Signature _____

Date _____

Name / Guarantor _____

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|--|--|
| Convenient time to call you? | |
| Alternative phone number(s) are? | |
| When do you want your accounts completed by? | |
| Would you like us to supply a copy to your bank? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Bank account details for tax refunds

Account name: _____

| | | | | | | |
|----------------------|---|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> |
| Bank | | Branch | | Account | | Suffix |

| | | |
|--------------------------|-------------------------------------|-----------------|
| Records Required: | <input checked="" type="checkbox"/> | Comment: |
|--------------------------|-------------------------------------|-----------------|

Wages / National Superannuation / Benefits

Please provide us with the names of any organisations you have received the following from:

- Wages
- ACC Payments
- National Superannuation
- Any other benefits

In most cases IRD will have sent us these details directly; however we do need to check all details have been included.

Did you receive any **COVID-19 wage subsidies**? If so, could you please give us the date received.

Did you receive the **Resurgence payment**? If so, could you please give us the amount and date received.

Did you receive any other wage assistance from the Government? If so, could you please give us the type of assistance, the amount and the date received.

Interest and Dividends

Please supply the advice slips.

- For interest received, you should have an annual advice notice showing the withholding tax deducted. This may be on the bottom of your Bank Statement dated 31 March 2022
- If any dividends are taken as bonus shares, also include these advice slips.

Rental and Leased Property

Please complete accompanying rental questionnaire

Partnerships, Trusts, Estates and Companies

Please supply details of income received.

Overseas, Non-resident income

Include overseas interest, dividends, wages received and taxation paid. (NZ residents are liable for tax on all world-wide income & WFFTC is adjusted for family income if one partner is non-resident.)

Foreign Investment Fund Income. If you hold shares in companies located overseas (excluding Australia) we will require details of values at 31 March 2022

Any Other Details

Attach details

- Income Protection Insurance Policy – provide details of premiums and claims.
- Look Through Company (LTC) – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details

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|--|-------------------|--------------------------|-------------------------|--------------------------|
| Records Required: | | ✓ | Comment: | |
| Donations Tax Rebates | | | | |
| Have you any rebates to claim? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| If Yes, have you sent your rebate claim form to Inland Revenue? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Student loan | | | | |
| Do you or any of your family have a student loan? Please list any relevant information. | | <input type="checkbox"/> | | |
| Small Business Loan | | | | |
| If you received the Small Business Loan could you please provide the document from the Inland Revenue Department. | | <input type="checkbox"/> | | |
| Working For Families Tax Credit | | | | |
| Please supply full names and birth dates of all children. Please note the following: | | | | |
| • If you had a child born within the current financial year you may be eligible for the Parental Tax Credit. Please include a copy of the child's birth certificate or their IRD Number. | | | | <input type="checkbox"/> |
| • Where a child has become financially independent during the current financial year, please advise the date they left school or home. | | | | <input type="checkbox"/> |
| • If you have received Family Assistance during the year, please supply the certificate issued to you by IRD, detailing the amounts. | | | | <input type="checkbox"/> |
| Also provide details of any child support or maintenance payments made or received. | | <input type="checkbox"/> | | |
| Child's Name | IRD number | Date of Birth | Date left school | |
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Thank you for completing this questionnaire

It is essential we receive all the above information to prepare the 2022 financial accounts

Don't forget to sign it